

20 August 1971

MEMORANDUM FOR: Historical Officers

SUBJECT : Security in the CIA Historical Program

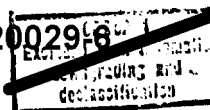
REFERENCE : Memorandum from Executive Director-Comptroller to Deputy Directors, 27 July 1971

1. The maintenance of security has and continues to be a prime objective of the CIA Historical Program. This memorandum establishes procedures to place even greater emphasis on the security of the Program in accordance with the policies stated by the Executive Director-Comptroller, referenced above. Under these procedures each component will continue to be responsible for safeguarding histories in progress and completed histories and for limiting access to such histories in accordance with the need to know. Historical officers in each component will insure that measures are taken to comply with these objectives as provided below.

2. Semiannual Audits of Histories

a. Historical officers of components within the Office and the Area of the DCI, of deputy directorates, and of components within directorates will insure that custodians for their components maintain a log of all histories in their custody, showing the title, the volume number, the control number, the copy number, and the location. Custodians will maintain

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the log on a current basis and enter therein the names and components of all persons granted access to such histories, together with the dates of access (Attachment A).

b. In January and July of each year every historical officer will make a physical audit of all histories for which his component is responsible, to review and verify the information shown in the custodial log. He will then transmit through his component and through the historical officer of the directorate to the Chief of the CIA Historical Staff, a xerox copy of the log, together with a statement certifying that the log has been inspected and is an accurate inventory of the histories for which the component is responsible (Attachment B).

c. The historical officer of the directorate and the Chief and Deputy Chief of the CIA Historical Staff may on occasion, in order to review the effectiveness of the security procedures, audit the custodial logs by checking them against the actual holdings in the component.

3. Disposition of Drafts of Completed Histories

a. Normally, all preliminary, partial, and final drafts will be destroyed when a history has been accepted into the CIA Historical Program and published

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in final form. All drafts will be transmitted for destruction to the component historical officer, who will maintain a log of drafts destroyed, showing the title, author, component, copy numbers, and dates of destruction (Attachment C). The historical officer will transmit a xerox copy of the record of destruction for each draft destroyed during the semi-annual reporting period to the Chief of the CIA Historical Staff at the time of the next semiannual audit.

b. When there is a valid requirement to preserve the draft of a completed history, the draft will be registered and controlled as if it were an extra copy of the finished history. It will be included in the log and reported in the semiannual audit.

4. Extra Copies of Completed Histories

The number of copies of a completed history will normally be determined by the degree of sensitivity of the history and the number of components which have participated in its preparation. Where more than four copies are required, permission to make them must be secured from the deputy director or his designee of the directorate responsible for preparing the history. The component historical officer will inform the Chief of the Historical Staff of the number

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of copies authorized and the extra copies will be registered in the log of completed histories held by the component of origin. These extra copies will be inventoried in the semiannual report.

Howard M. Ehrmann
Chief, CIA Historical Staff

Concurrence:

L. K. White
Executive Director-Comptroller

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